

25X1A6a

Points for Discussion with [REDACTED]

Administrative Support

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1. How will budget and personnel requirements for [REDACTED] be handled?

25X1A6a 2. What sort of reporting system will be required and to whom will the [REDACTED] chief report.

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3. How will evaluation reports of [REDACTED] personnel be handled?

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25X1A6a 4. Can the present [REDACTED] courier be paired with the [REDACTED] courier so that two deliveries a day will be made to Headquarters?

25X1A6a 5. A clerk typist, a courier, and a labor-chauffer must be recruited. [REDACTED]

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Technical Administration

Headquarters control should come from top level records management. The intent of the control described in the approved project outline for the Center is clear but no longer applicable. This should be clarified and firmly established in the records management regulation and spelled out in some detail in an approved operating procedure. Technical administration should include control over:

1. Preparation of the Center Budget
2. Selection, appointment, promotion, training and rotation of personnel.
3. Evaluation of Center employees.
4. Policy guidance and direction of Center operations.

Security Requirements

25X1C4a 1. [REDACTED] in what manner will it affect personnel and the Center operation?

25X1C4a [REDACTED]  
3. Will there be any restrictions on visitors to the Center Search Room? What procedures must be followed for admittance of visitors?

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Communications

1. Can three telephone lines be installed for Center use?
2. What special facilities, if any, will be required for installation of a teletype system?

Personnel

1. Must personnel be [REDACTED] Who will do this? 25X1C4a  
(and when?)
2. Personnel in records management who are interested in going with the Center should visit [REDACTED] These tours probably should be arranged after all interested persons have been formally notified and selected. 25X1A6a

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Proposed Administration of [REDACTED]

The records management program being developed in this Agency is designed to ensure birth control of records, efficient management of current records, and the prompt and orderly, retirement of non-current records that need not be retained in expensive office space and equipment. An essential part of this program is a records center where inexpensive space is provided for storing, protecting, screening and servicing non-current records of the Agency. The effectiveness of phases of the program carried on by the Records Disposition Branch and the Records Systems Branch is dependent on the existence of a records center operation that is in continuous, working contact with personnel of these branches, and is well informed of projects currently underway or planned for the future. Since the records center is such an integral part of the overall program it should receive policy guidance and direction as well as technical administration from that Headquarters component charged with developing and establishing records management in the Agency. Therefor, it is recommended that a memorandum directive be issued by the DD/A defining the administrative jurisdiction of the [REDACTED] and the MS/DD/A. It is suggested that the following stipulations be made in this directive:

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- b. The MS/DD/A will be responsible for the following aspects of Center administration:
1. review, approval and submission of the budget.
  2. selection, appointment, promotion, training and rotation of personnel
  3. evaluation of personnel
  4. policy guidance and direction as well as technical administration of Center operations.

1. (a) Coordination with other phases of records mgmt program at hq & lvs - disposition - surveys - forms - reports - systems - etc.

2. a. Time & Attendance  
b. Work Reporting  
c. General Administration

General program will include all personnel in the entire records mgmt area regardless of location - i.e. when vacancies exist all personnel qualified for the vacancy will be considered.

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3.

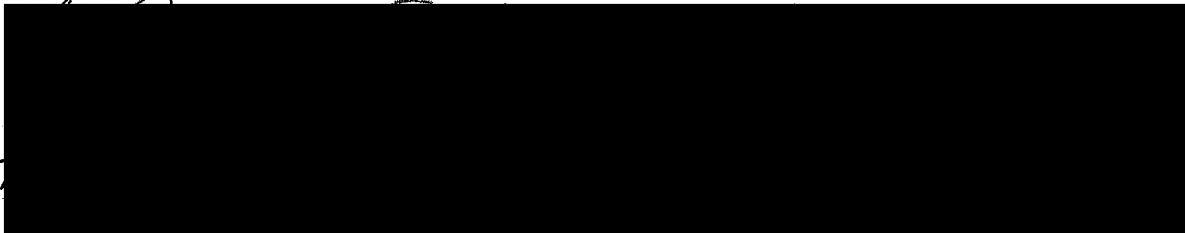


& Review

my program mgmt staff

4. a. Present Schedule -

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5.

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6. Photostats (Legal).



7. Data for other...